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ABSTRACT

Designed to develop selected skills common to many health occupations, the course includes fundamental and manipulative skills such as those required of the nurses aide. There are no prerequisites, and the 45-hour course is planned to provide the student with selected theoretical knowledge correlated with laboratory periods of applied practice in a simulated clinical situation. The outline consists of seven instructional blocks: (1) introduction, (2) essential features of the health service environment, (3) observing and recording, (4) determination of vital signs, (5) maintenance of safety and comfort, (6) personal hygiene, (7) height and weight determination and a posttest. Student involvement is stressed and approximately three-fourths of the total class time is devoted to laboratory experience. An appendix provides posttest samples. (Author/MW[

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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Course Outline
HEALTH SERVICE AIDE - 3040
(Basic Skills for Health Occupations)
Department 48 - Quin 3040.04

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DADE COUNTY PUBLIC SCHOOLS

DIVISION OF INSTRUCTION • 1973

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D A D E C O U N T Y P U B L I C S C H O O L S

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M I A M I, F L O R I C A 33132

Course Outline

HEALTH SERVICE AIDE - 3040
(Basic Skills For Health Occupations)

Department 48 - Quin 3040.04

county office of

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Dade County Public Schools
Miami, Florida 33132

December, 1972

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Course Description

3040	48	3040.04	Basic Skills for Health Occupations
State Category Number	County Dept. Number	County Course Number	Course Title

Development of selected skills common to many health occupations. Course will include fundamental and manipulative skills such as those required of the nurse aide.

Indicators of Success: There are no special skills and/or knowledge necessary before entering this course.

Clock Hours: 45

PREFACE

This course outline entitled Basic Skills for Health Occupations designed for Quinmester use is intended to provide selected beginners with the initial skills and background information necessary to function as assistants in a Health Occupations.

The preparation of people to function as health assistants is becoming increasingly important today as the professional members of the modern nursing staff assume greater responsibility for the technical and detailed aspects of patient care. At present one-half of all health service jobs are filled by nurses and nursing assistants. In view of this fact the primary objective of this course is to offer each student classroom experience designed to provide a basic foundation applicable to all health services. Emphasis will be directed to those fundamental and manipulative skills required of the nursing assistant.

The 45 hour course is planned to provide the student with selected theoretical knowledge correlated with laboratory periods of applied practice in a simulated clinical situation. The outline consists of seven blocks of instruction which are subdivided into several units each.

The classroom instruction will include lectures, demonstrations and field trips. Student involvement will be stressed through the use of audiovisual materials and the practical application of manipulative skills. Approximately three-fourths of the total class time will be devoted to laboratory practice.

All students currently enrolled in the eleventh grade will be eligible for admittance into this program.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Committee and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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BLOCK

I. INTRODUCTION (2 hours)
- Orientation to classroom and school procedures . . . 1
- Purpose of the course . . . 1

II. ESSENTIAL FEATURES OF THE HEALTH SERVICE ENVIRONMENT (5 hours)
- The Optimum Environment . . . 1
- Care of the Unit . . . 1

III. OBSERVING AND RECORDING (10 hours)
- Observation Skills . . . 1
- Communication Skills . . . 2

IV. DETERMINATION OF VITAL SIGNS (10 hours)
- Thermometers and Temperature Procedures . . . 2
- Pulse Procedures . . . 2
- Respiration . . . 2
- Blood Pressure . . . 3
- Recording Vital Signs . . . 3

V. MAINTENANCE OF SAFETY AND COMFORT (7 hours)
- Moving and Turning . . . 3
- Assisting the Patient To Sit Up In Bed . . . 3
- Moving The Patient Up In Bed . . . 3
- Assisting Patient To Dangle . . . 3
- Assisting From Bed To Wheelchair . . . 3

VI. PERSONAL HYGIENE (8 hours)
- Elimination . . . 3
- Comfort Measures . . . 3

VII. HEIGHT AND WEIGHT DETERMINATION (3 hours)
- Measurement of Height . . . 3
- Measurement of Weight . . . 3

VIII. QUINMESTER POST-TEST

APPENDIX: QUINMESTER POST-TEST SAMPLES . . . 7

GOALS

The student will be able to:

1. Demonstrate an understanding of the purpose of the course and list the methods of evaluation.

2. Develop appreciation and skills for maintaining a comfortable, attractive and safe environment in the health agency.

3. Become skillful in performing limited and selected service for people in need of health care.

4. Demonstrate ability to assist the patient to assume various positions and to maintain them with a minimum of exertion.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - INTRODUCTION TO BASIC SKILLS

The student will be able to:

1. State what will be expected of him in this course.
2. Exhibit an understanding of his moral and ethical responsibilities in a classroom.
3. Demonstrate an understanding of the purpose of this course.

BLOCK II - ESSENTIAL FEATURES OF THE HEALTH SERVICE ENVIRONMENT

The student will be able to:

1. Explain the essential features and care of the health service environment.
2. Enumerate skills for maintaining a comfortable, attractive, and safe environment in the health agency.
3. Demonstrate the correct procedures for: cleaning the patient unit and making a bed (occupied and unoccupied).

BLOCK III - OBSERVING AND RECORDING

The student will be able to:

1. Express a respect for others and for their rights.
2. Demonstrate acceptable ways of greeting and receiving people in different types of health service agencies.
3. Demonstrate ability to elicit information; observe and record pertinent data from another individual.
4. Write the abbreviations commonly used in hospitals.
5. Answer the telephone according to the procedure described.
6. Give an oral report about a patient.
7. Chart selected information about a patient.

BLOCK IV - DETERMINATION OF VITAL SIGNS

The student will be able to:

1. Name and identify the three types of clinical thermometers and their uses.
2. Read a thermometer with 100% accuracy.
3. Demonstrate the procedure for taking temperatures.
4. Locate the seven common places for taking the pulse.
5. Demonstrate the procedures for taking pulse and respiration.
6. List the characteristics of the pulse and respiration.
7. Demonstrate the use of the stethoscope and sphygmomanometer.
8. Take a person's blood pressure with 100% accuracy.
9. Correctly record the vital signs.

BLOCK V - MAINTENANCE OF SAFETY AND COMFORT

The student will be able to:

1. Select the proper procedure to assist the patient to assume various positions.

BLOCK VI - PERSONAL HYGIENE

The student must be able to:

1. Demonstrate the ability to give the necessary assistance in giving and removing the bedpan or urinal.
2. Demonstrate the ability to prevent overexposure and to avoid embarrassing the patient when giving and removing the bedpan or urinal.
3. Demonstrate ability to give a complete bed bath.
4. Demonstrate the ability to rub a patient's back so that his circulation is stimulated.

BLOCK VII - HEIGHT AND WEIGHT DETERMINATION

The student will be able to:

1. Demonstrate the ability to accurately obtain the height and weight of an adult, infant and child.

BLOCK VIII - QUINMESTER POST-TEST

The student must be able to:

Satisfactorily complete the quinmester post-test.

Course Outline

HEALTH SERVICE AIDE - 3040
(Basic Skills For Health Occupations)

Department 48 - Quin 3040.04

I. INTRODUCTION

A. Orientation to classroom and school procedures
   1. Methods of Evaluation
      a. Written Test
      b. Oral Quizzes
      c. Manipulative Tests
   2. School and classroom policies
      a. Absences
      b. Tardies

B. Purpose of the course

II. ESSENTIAL FEATURES OF THE HEALTH SERVICE ENVIRONMENT

A. The Optimum Environment
   1. Safety
      a. Body mechanics
         (1) Home - School
         (2) Health Agency
      b. Positioning patient
   2. Ventilation and Temperature Control
   3. Lighting
   4. Noise
   5. Furniture
   6. Hospital Unit
   7. Clinic or Office Unit
   8. Utility Room or Work Area

B. Care of the Unit
   1. Cleaning the Unit
   2. Daily Care of the Unit
   3. Bedmaking
      a. Unoccupied
         (1) open
         (2) closed
      b. Occupied
      c. Other areas

III. OBSERVING AND RECORDING

A. Observation skills
   1. Greeting and Receiving People
   2. Techniques of Obtaining Data
   3. Recognition of Illness
   4. Recording Data

B. Communication Skills
   1. Common Skills
      a. Time Abbreviations
      b. Place Abbreviations
      c. Patient Orders
   2. Oral Communication
      a. Answering the telephone
      b. Oral reports
   3. Written Communication
      a. The patients Charts
      b. Printing
      c. The Graphic Chart

IV. DETERMINATION OF VITAL SIGNS

A. Thermometers and Temperature Procedures
   1. Types of Clinical Thermometers
      a. Oral
      b. Rectal
      c. Security
   2. Reading the Thermometer
      a. Fahrenheit
      b. Centigrade
   3. Procedures
      a. Oral
      b. Rectal
      c. Axillary on Groin

B. Pulse Procedures
   1. Definition
   2. Pulse Areas
   3. Rate
      a. Tachycardia
      b. Bradycardia
   4. Force or Volume
   5. Rhythm
      a. Regular
      b. Intermittent
   6. Procedures
      a. Radical
      b. Apical

C. Respiration
   1. Definition
   2. Rate
   3. Abnormal Respirations
      a. Stertorous
      b. Dyppnea
      c. Orthopnea
      d. Cheyne - Stokes
   4. Respiration Procedures

D. Blood Pressure
   1. Definitons
   2. Equipment
   3. Procedures
E. Recording Vital Signs

V. MAINTENANCE OF SAFETY AND COMFORT

A. Moving and Turning
B. Assisting the Patient To Sit Up In Bed
C. Moving The Patient Up In Bed
D. Assisting Patient To Dangle
E. Assisting From Bed To Wheelchair

VI. PERSONAL HYGIENE

A. Elimination
   1. Definition
   2. Assisting the patient with bedpan or urinal

B. Comfort Measures
   1. Bed Bath
   2. Back Rub

VII. HEIGHT AND WEIGHT DETERMINATION

A. Measurement of Height
   1. Adult
   2. Child
   3. Infant

B. Measurements of Weight
   1. Adult or child
   2. Infant

VIII. QUINMESTER POST-TEST

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3. Hornemonn, Grace V. Basic Nursing Procedures. New York: Delmar Publishers. 1966. pp. 248.

Supplementary References:

4. Donovan, Joan, Belsjoe, Edith and Dillion, Daniel. The Nurse Aide. New York: McGraw-Hill Book Company. 1968. pp. 424.

A P P E N D I X

Quinmester Post-Test Samples

QUINMESTER POST-TEST

Name_____ Date_____ Score____

I. MULTIPLE CHOICE

1. A unit is unoccupied when: (a) a patient is out of bed (b) a patient has gone for laboratory tests (c) a patient is discharged or transferred (d) a patient is in the operating room.

2. A closed bed is a bed which: (a) has broken down and cannot be used (b) will not be occupied until the admission of another patient (c) has already been occupied by a patient (d) is in a closed room.

3. What article of bedding, when used in numbers and positioned properly gives support (a) blankets (b) pillows (c) sheets (d) bedspreads.

4. A patient's body circulation is aided by (a) moving him from one bed to another (b) letting him lie still (c) changing his position periodically (d) propping him up.

5. The first step in making an occupied bed is to (a) fold the blanket (b) remove the spread (c) move the patient (d) loosen the bedding all around.

6. The temperature of the room for a bath should be (a) 60-80°F (b) 70-75°F (c) 65-75°F (d) 80-90°F.

7. The average length of time for a back rub is (a) 3 min. (b) 4 min. (c) 5 min. (d) 6 min.

8. When giving a back rub, preferably use (a) alcohol (b) water (c) nothing (d) body lotion.

9. The kidneys pass the greater part of the liquid waste of the body into the (a) bladder (b) stomach (c) intestinal (d) bowel.

10. Respiration is the act of breathing. It is the process of (a) inhaling and exhaling (b) inhaling (c) exhaling (d) inhaling or exhaling.

11. Body mechanics are closely related to (a) sitting (b) standing (c) posture (d) walking.

12. After you have lifed a weight, you should always keep it (a) in front of you (b) at arms length (c) at your side (d) close to your body.

8/9-

13. When bending to lift a heavy article from the ground flex your (a) ankles and hips (b) knees and back (c) hips and knees (d) hips and back.

14. When lifting a heavy object, keep your _____ straight (a) shoulders (b) back (c) knees (d) hips.

15. When you are standing or sitting the vertebral column should always be (a) bent slightly forward (b) in whatever position is comfortable for you (c) held straight (d) bent slightly backwards.

16. Placing one foot forward when standing or lifting makes it easier to (a) take a step (b) stand (c) reach (d) balance.

17. A woman normally should not lift more than _____ by herself (a) 35 lbs. (b) 40 lbs. (c) 45 lbs. (d) 59 lbs.

18. Passive exercises are exercises which the patient (a) observes (b) reads about (c) performs by himself (d) performs with the help of others.

19. A sign is (a) something felt by the patient (b) something observed by you (c) something the patient tells you about (d) none of the above.

20. The patient's TPR are recorded on the (a) nurse's note (b) Kardex (c) graphic chart (d) medications.

21. Specimens are delivered to (a) Central supply (b) admitting (c) medical records (d) laboratory.

22. The area which supplies nursing units with sterile and unsterile supplies is (a) Laboratory (b) Central Supply (c) admitting (d) engineering.

23. When you are not sure how to do something the safe way (a) try different ways until you find the right way (b) ask someone with more experience and training than you for advice (c) forget about it (d) look it up in a book.

24. About 35 percent of all injuries are caused by (a) collisions with objects or other persons (b) defective equipment (c) burns (d) lifting and falls.

25. Block printing is used for all charting except (a) your signature (b) chart headings (c) nurse's note (d) abbreviations.

QUINMESTER POST-TEST

Name_____ Date_____ Score ____

II. COMPLETIONS

1. Name three functions of the skin and describe them: (a)_____ (b)_____ (c)_____

2. When giving a back rub the patient should be lying on his _____.

3. Normal elimination is achieved when the patient (a)_____ (b)_____ (c)_____.

4. Convert the following centigrade temperatures to Fahrenheit: (a) 44 (b) 40 (c) 37 (d) 0 (e) 26.

5. Three types of clinical thermometers in general use are: (a) _____ (b)_____ (c)_____.

6. Why are frequent back rubs given to the patient who is not permitted out of bed?

7. What records are included in a patient's chart?

8. Normal body temperature is: (a)_____degrees Fahrenheit (b)_____ degrees centigrade.

9. The normal pulse rate for an adult male is _____ per minute and for an adult female is _____.

10. The normal rate of respiration for adults is _____ per minute.

QUINMESTER POST-TEST

Name_____ Date_____ Score____

III. TRUE AND FALSE

1. Aseptic technique is the technique used to control harmful bacteria before they can multiply and take hold.

2. Handwashing frequently during the day is a good habit to acquire.

3. Disposables are items the patient uses and throws away.

4. An ambulatory patient is one who comes to the hospital in an ambulance.

5. Only the top side of a mattress should be washed down with a detergent germicide solution.

6. A closed bed is one that is taken apart and collapsed against the wall.

7. The oral temperature is the most accurate.

8. When counting respirations, you should count breathing in and breathing out as one movement.

9. The pulse is the measure of the number of heartbeats per minute.

10. When counting respiration always tell the patient so that he can regulate his breathing.

11. Whenever possible, check the patient unit before the patient arrives to be sure it contains all necessary equipment.

12. It is not necessary to take a patient's TPR on admittance.

13. When sitting, you should allow your body to slump, as this relaxes muscles.

14. Handles on Catch beds should always be folded against the bed when not being used.

15. Nurse aides may occasionally give medications.

ANSWER KEY TO QUINMESTER POST-TESTS

I. MULTIPLE CHOICE

1. c
2. b
3. b
4. c
5. d
6. b
7. a
8. d
9. a
10. a
11. c
12. d
13. c
14. b
15. c
16. d
17. a
18. c
19. b
20. c
21. d
22. b
23. b
24. d
25. a

II. COMPLETION

1. Answers may vary: (a) protection of the body from injury, etc. (b) sense of feeling-through the nerve endings (c) regulation of body temperature (d) excretion-by perspiration.

2. side or abdomen

3. (a) Eats a well-balanced diet (b) drinks plenty of fluids when allowed (c) follows a regular pattern of evacuation.

4. Fahrenheit temperatures (a) 111.2 degrees (b) 104 degrees (c) 98.6 degrees (d) 32.0 degrees (e) 85.2 degrees.

5. Oral, rectal, security, or stubby.

6. It will stimulate circulation and aid in preventing decubiti.

7. The front sheet: A physical examination, History, a daily progress report, Graphic chart, Nurse's notes, Doctors order sheet.

8. 98.6--37

9. 60-70 heats
   65-80 heats

10. 14-18

III. TRUE AND FALSE

1. True
2. True
3. True
4. False
5. False
6. False
7. False
8. True
9. True
10. False
11. True
12. False
13. False
14. True
15. False